



## **Wellspring House, Inc.**

### **Youth and Young Adult Career Advisor– Gloucester, MA**

#### **WHO WE ARE**

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training and career readiness.

**Reports To:** Director of Education and Career Pathways

**FLSA Status:** Non-exempt, Full-Time

**Wages:** Compensation Ranger = \$25.50 - \$28.00 an hour

#### **Required Qualifications and Experience**

- Knowledge of career opportunities and employers for youth and young adults who are culturally, linguistically, racially, and socio-economically diverse
- A minimum of 2 years-experience with career and educational counseling
- Keen insight and ability to present engaging workshops to students interested in seeking post-secondary opportunities
- Ability to work effectively and collaboratively in a team
- Skilled in Windows and Microsoft Office/Google Suite, video-conferencing and a variety of internet and cloud-based platforms
- Bachelor's Degree in Education, Psychology, Human Services or related field
- Proficiency in English (Bilingual candidates encouraged to apply)

#### **Skills, Abilities and Competencies**

- Superior organizational skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs
- A growth mindset and desire to continuously refine and improve practices / approaches
- Excellent verbal communication skills with an ability to motivate and connect with others and present information in a clear manner
- Highly collaborative and communicative, yet able to take initiative and be self-directed

- Unwavering commitment to honoring and boosting the confidence, strength, agency and unique power within each person
- Deep commitment to social justice, diversity, equity and inclusion

### **Essential Duties and Responsibilities**

The Youth and Young Adult Career Advisor provides guidance and resources to a broad range of youth and young adults enrolled in the Gloucester High School *Reading and Writing Beyond High School Class*, participants enrolled in the Gloucester High School Mentor Project and other youth and young adults referred by community-based organizations. The Youth and Young Adult Career Advisor communicates regularly with the Director of Education and Career Pathways, Coordinator of Educational Programming / Database Administrator, and the Coordinator of Counseling and Operations at Gloucester High School.

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### **Gloucester High School - Mentor Project**

The Youth and Young Adult Career Advisor works directly with the Gloucester High School Counseling Department and staff to identify students in need of mentor support based on counselor and staff recommendations. The Youth and Young Adult Career Advisor matches participants with adult mentors, provides goals and action steps and stays in communication with both parties throughout their time together assisting as needed.

- Forges relationships with the Gloucester High School Guidance Counseling Department and teachers
- Provides multiple creative opportunities to engage recruit 20+ high school students annually
- Attends regularly scheduled meetings with the Lead High School Guidance and staff for program updates and recruitment
- Meets with participants to develop relationships, determine goals and action steps
- Inputs all data into database, including goals, action steps, outcomes, activity notes, and volunteer hours
- Communicates with mentors and students to determine viable matches
- Creates tangible systems for students to work as they explore workforce development
- Provides participants with scholarship information offered by Wellspring and community-based partners
- Creates and distributes project promotional materials
- Presents and attends mentor workshops in collaboration with the Career Pathways Coordinator of Educational Programming
- Other duties as assigned

## **Gloucester High School - Reading and Writing Beyond High School**

The Youth and Young Adult Career Advisor works with students in Gloucester High School's *Reading and Writing Beyond High School* class, offering a series of dynamic workshops, in collaboration with Wellspring's Coordinator of Educational Programming / Database Administrator. The Youth and Young Adult Career Advisor assesses student engagement in viable planning for post-secondary opportunities (including industry specific training programs) or employment opportunities that will lead to a livable wage. The students who are not working on viable plans following graduation or need substantial support to execute these plans will transition into one-to-one advising with the the Youth and Young Adult Career Advisor.

- Develops, implements and present a series of dynamic workshops focusing on career development
- Collaborates with the Coordinator of Educational Programming to establish caseloads
- Communicates with with mentors and mentees weekly to address goals, action steps, successes and/or needs
- Provides one-to-one coaching for students interested in going directly into the workforce and/or trade schools
- Establishes smart goals and related action steps for participants
- Input all data into database, including goals, action steps, outcomes and activity notes
- Provides information and work with students who have been awarded grants/scholarships offered by Wellspring and community-based partners
- Fosters opportunities to participate in the Gloucester High School Mentor Project
- Other duties as assigned

*Responsibilities in the above areas may shift as the needs of the organization and the programs change over time.*

Work Location: 50% or more of the time onsite at Gloucester High School (during the academic year) with other days/times at Wellspring's offices in Gloucester. There is an opportunity to work remotely 1 day per a week.

To apply, send a cover letter and resume to: [jobs@wellspringhouse.org](mailto:jobs@wellspringhouse.org). In the subject line, write your name and the position title. We will contact ONLY those individuals selected to continue in the search process. No phone calls please.

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.